




University of Alberta
Edmonton

Faculté Saint-Jean Library

Annual Report

April 1, 1988 - March 31, 1989



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SUBMITTED TO THE CHIEF LIBRARIAN
AND DIRECTOR OF LIBRARIES

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T A B L E O F C O N T E N T S

	Pages
1. INTRODUCTION	2
2. ADMINISTRATION	2
2.1 Personnel	2
2.2 Budgets	4
2.3 Space-Building	5
2.4 Other Activities	5
3. COLLECTIONS	6
3.1 Collection Enrichment	6
3.2 Collection Management	6
4. PUBLIC SERVICES	7
4.1 Circulation and Information	7
4.2 Reference	8
4.3 Bibliographic Instruction	8
4.4 Annual Evaluation of Library Services	9
5. TECHNICAL SERVICES	9
6. CONCLUSION	10-11
Appendix 1 Statistical Tables	12
Appendix 2 Library Personnel	24
Appendix 3 Organization Chart	25
Appendix 4 Operational Expenses	26
Appendix 5 Capital Budget	27
Appendix 6 Materials Budget	28-29

1. INTRODUCTION

The year 1988-89 was a very difficult one for the personnel of the Library. Personnel changes occurred in almost every support position; it was thus necessary to offer a lot of training. Available funds for library materials increased by 111% over the last year; this contributed to an increase in the volume of duties in all positions. Unfortunately, no additional positions were approved to accompany this large increase in the materials budget.

Such things like backlogs and cuts in services are here to stay unless we are successful in obtaining additional positions in the near future. We can no longer keep adding duties to each position, as every position achieved its maximum capacity a long time ago.

2. ADMINISTRATION

2.1 Personnel

Estelle Dubeau left her position in Acquisitions on July 15 to return to Québec. Diane DeLongchamp was appointed on August 1 to the position responsible for all acquisitions. Denis LaFrance was appointed to the Library Assistant position in Circulation and assumed his new duties on September 1. Carmen Kotylak decided to come back to her position in Technical Services, after having spent one year studying office management. We therefore did not have to find another person for that position which had been filled by Denis while Carmen was away. Jeannine de Moissac left her Secretarial position on August 31 to resume her studies. The new secretary, Cecilia Acat, was hired on October 1.

We were fortunate in obtaining a SEED position during the summer of 1988 and Myriam Moquin was appointed to that position. Her duties principally involved the preparatory work for the retro conversion of bibliographic entries in the card catalogue to machine readable entries, the bibliographic verification of all requests for materials, as well as the verification of a few donations.

Six students were hired in September to keep the library opened during evenings and on week-ends during the fall and winter sessions. Another student was hired to shelve books coming back from circulation. A total of 11 people worked in these positions from September to March. The Head of Public Services, Michel Boucher and his assistant Denis LaFrance therefore had to offer a lot of training throughout the year. For a complete list of Library Personnel during 1988-89, see Appendix 2.

In addition to their numerous duties in their respective positions, all members of the staff participated in committee work, not only at the local level, but at the system and university levels as well. The committees on which they served are as follows:

Faculté Saint-Jean, FSJ Library and the French Community

- Club Social de la FSJ
- Comité de la Bibliothèque FSJ
- Comité de l'ACFA (for the improvement of services in the Edmonton Public Libraries)
- Comité du développement des collections
- Comité du Théâtre français d'Edmonton
- Conseil de la Faculté
- La Presse Active
- Selection committee for the clerk's position at the "Centre de documentation pédagogique"
- Selection committee for the Library Assistant position in Acquisitions.
- Selection committee for the Library Assistant position in Circulation
- Selection committee for the Secretary's position
- Selection committee for the SEED position

Library System

- Alberta Education Indexing Committee
- APLUA
- Behind the Books
- Cataloguing/Database Management Committee
- Cataloguing Management Group
- CLA Conference Planning Committee
- Collection Development Committee
- Collections Conservation Committee
- Computer Search Services Committee
- Disaster Contingency Committee
- Dobis User Group
- Food & Drink Committee
- Library Council
- Library Salaries and Promotions Committee
- Library Tenure Committee
- Management Advisory Committee (Area Coordinators)
- Public Services Committee
- Staff Travel Committee

The University

- NASA Council

The most important conferences and workshops attended by library staff were as follows:

- Workshop on personnel motivation and morale - Edmonton, April 8, 1988.
- Series of workshops on Collection development and management Edmonton, April - May, 1988.
- Software for Indexing Workshop - Edmonton, May, 1988.
- Workshop on the evaluation of Bibliographic Instruction - Calgary, May 13, 1988.
- Workshop on the preservation of microforms - Edmonton, July, 1988.
- End-user training workshop- Edmonton, September, 1988
- Searching on OPAC workshop - Edmonton, September 11, 1988.
- A.T.A. Conference/Conseil français - Edmonton, September 21-23, 1988.
- Workshop on searching in DIALOG - Edmonton, Nov. 1-2, 1988.
- Time Management Workshop (Career Track Seminar) - Edmonton, November, 1988.

In addition to committee work, conferences and workshops, some library staff acted as resource people in workshops, courses, or made presentations throughout the year. Jacqueline Girouard advised the provincial French association, "L'A.C.F.A." and the "Société historique de Bonnyville" in their effort to organize their collections and in automating their services. Danielle Bugeaud acted as an advisor to the Peace Library System in regards to their retroconversion project of bibliographic entries. On September 29, Michel Boucher gave a presentation on searching on-line within the course "Introduction à l'ordinateur en éducation" offered here at the Faculté. He also contributed a book review for the program "Première Page" on C.H.F.A. Juliette Henley gave a presentation on the history of French publishing in Canada on February 28, 1988 to Professor Brundin's class at the School of Library and Information Studies.

2.2 Budgets

The operational budget is outlined in Appendix 4. Total operational expenses increased by 13% over the previous year.

Items obtained through the capital budget are listed in Appendix 5. The list is not as long as in previous years due to budget restrictions and due to the fact that no outside funding was obtained this year for capital expenditures.

A large increase to the materials budget was allocated by the Library System, an increase of \$50,000, that is the materials budget went up from \$35,000 to \$85,000. This increase was the direct result of a collection study which was done the preceding year by librarians in cooperation with professors. Furthermore, \$18,000. was received from the Faculté towards the retrospective collection development project. This comprised of \$5000 to fill the gaps in the science collection, \$5000 for continuing education and \$8000. for all other disciplines. "Le Bureau du Québec" generously donated \$1,890.70 to the Library: \$890.70 towards the

purchase of Quebec periodicals and \$1000 for monographs published in Quebec. Other funds received were: \$1000 from the "Association des universitaires de la Faculté Saint-Jean" with which we purchased L'histoire nouvelle in 8 volumes, other cash donations totalling \$405, and matching grants from the provincial government for the book and cash donations we had received in previous years, for a grand total of \$15,976.06 in our AEEF account. All these supplementary funds were greatly appreciated as they helped in filling in collection gaps as well as purchasing recent publications to support courses in the various disciplines. As illustrated in Table 11, Appendix 1, total funds available for materials were \$121,088.58 in comparison to \$57,452.22 last year - an increase of 111%. The allocation of the budget as well as an account of expenditures by disciplines are outlined in Appendix 6. This financial statement includes strictly the funds administered by the Library. It does not include the funds administered by the Faculté. For this reason, the total of funds in Appendix 6 is different from the total which appears in Table 11, Appendix 1.

A sum of \$3,200 was allocated for bindery, but we spent only \$2,586.98 as indicated in Table 9, due to the lack of personnel to accomplish the preparatory work necessary to binding. We did however succeed in binding 405 volumes in comparison to 325 last year, a 25% increase.

2.3 Building

The carpet in circulation was replaced in December. It was high time, as people were tripping on the old carpet, therefore making it very dangerous for both patrons and staff.

Other than the lack of space which continues to become more and more serious from year to year, there were no other changes with regards to space.

2.4 Other Activities

Guy Michaud, a student in the Master's program at the School of Library and Information Studies, did his non-thesis project here at the Faculté under the direction of Juliette Henley. He did a study of the Science collection. His main observations were that the collection was relatively small and dated as the average age of books was 32 years, and that 66% of the books had been published more than 20 years ago. Usage of the books was therefore very low and more than 70% of the books had not circulated once in 10 years. The books which had been borrowed in the last 10 years were more recent and were largely French books. We did try to improve the collection in 1988-89, and we believe that a large weeding project should take place in this section, with the input of professors naturally.

Requests were made to the Library Administration to make the cataloguing position, which is presently a temporary one, into a permanent position, and to change the half-time secretary's position to a full time position. Furthermore, two additional positions were requested, one for Acquisitions and one for Circulation. None of these requests were met. Requests for positions under "PEP", "SEED", "STEP", Library Internship" and "Employment Skills" programs were also submitted to the University Library Administration in order to get help in the Acquisitions and Technical Services Areas.

A library orientation of one hour was produced on video during the summer 1988. Denis LaFrance was the producer while Michel Boucher and Juliette Henley were responsible for the text and presentations. The video has been borrowed 17 times since its production.

The Board of Governors approved the Faculté Council's recommendation that the special collection's room be named "Salle Durocher." A reception will take place on May 19, in conjunction with the seminar on the history of the Oblates, to honour Father Georges Durocher and to thank the Oblates for the loan of their important collection for a period of 25 years.

3. COLLECTIONS

3.1 Collection Enrichment

The cafeteria was reserved during the months of May and June, 1988, to allow the library staff to unpack the Oblate collection. This collection was organized by broad subject areas, then shelved on the new compact shelving units in Salle Durocher. Unfortunately, the collection will remain uncatalogued until supplementary funds can be found to do it.

An article by Danielle Bugeaud and Jacqueline Girouard on the contents of the collection will be published soon in Library Editions. The article will be translated in French with a shelving plan in order to help in finding documents.

3.2 Collection Management

Requests for orders from professors and librarians increased by 162% in comparison to last year (See Table 7, Appendix 1). There is no doubt that this enormous increase was the result of a study conducted for the retrospective collection development project. All requests were entered on the computer during April, May and June. The summer was spent doing bibliographic verification of all these requests against the manual catalogue, the FSJ COM and its supplement, OPAC as well as the automated on order and received files. This tremendous job was shared with the Staff from the Bibliographic Verification Unit on the west campus,

who cheerfully lent us a hand. Their help was very much appreciated.

A total of 2,432 orders were sent during the year, an increase of 106% over last year. Table 8 shows that the receipt of materials decreased in 1988-89 in comparison to 1987-88. This is explained by the fact that we did not succeed in sending off orders until October, and that the majority of orders were made between October 1988 and February 1989. It is therefore not surprising that by the end of March many of these orders still had not arrived.

As illustrated in Table 10, the total collection has reached a total of 70,534 titles for 105,373 items.

The position in Acquisitions became so overloaded this year, due to the large increase to the budget, that we had to automate the accounting of the expenditures. It became impossible to keep track of expenditures by disciplines in a manual ledger. We therefore spent several months trying to arrive at the best way to automate our accounting. Furthermore, we were able to process very few of the donations that we had received. Unfortunately, this caused some problems to a few of our donors. It is impossible, however to keep adding work to the various positions without having to cut other duties somewhere, unless of course we obtain a new position.

4. PUBLIC SERVICES

4.1 Circulation and Information

On October 17, a new service was introduced at the information/circulation counter. The Library now has the keys for the gymnasium and the weight room. The daily transactions have been numerous, approximately 700 from October until the end of March.

Opening hours for the Library changed slightly as a result of suggestions we received from patrons who wanted more hours on Sundays. Since there was no increase to the casual budget to permit more hours, we decided to close on Friday evenings since our statistics indicated that the library was not very busy at that time, and we re-distributed those hours. Opening hours were therefore, 8:30 - 22:30 from Monday to Thursday, 8:30 - 17:00 on Friday, 10:00 - 19:00 on Saturday and 12:00 - 22:30 on Sunday.

The use of almost all public services increased considerably during 1988-89 in comparison to last year. External circulation including Reserves went up by 15% while internal circulation increased by 14%. Turnstile statistics as well as the number of people in study rooms at all times during opening hours increased by 9% and 2% respectively. The only services in which usage decreased in comparison to last year were FSJ requests for

materials from libraries outside the Library System and loans by the FSJ library to other campus libraries. There was, however, an increase in FSJ requests for materials from other campus libraries and in the loans by FSJ to libraries outside of the System. For a more detailed account of public service statistics, consult Table 3 in Appendix 1.

4.2 Reference

Some changes were made to the space in the reference room and in the microform room. Two card drawer cabinets were removed making it possible to add two study spaces as well as a second FSJ COM station. An older reader-printer, which was no longer operational and which had been replaced by a newer Bell-Howell model, was removed from the microform room. In its place a small table was added close to the photocopier to help in the assembling of photocopies. New signs were added in the reference room to facilitate the use of catalogues and to indicate the location of collections.

Total reference questions decreased by 7% in comparison to last year. It is to be noted however that this service had increased by a staggering 34% last year, therefore this year's statistics may be more realistic. Automated searches went down tremendously, that is by 50%. It is difficult to determine why this service is not utilized much. Since professors are the main users of this service, they could perhaps indicate to us why they have not taken advantage of this service as much as they did last year. We have noticed that certain professors who were heavy users of this service during the past few years are no longer with us.

4.3 Bibliographic Instruction

The bibliographic guides were entirely re-done reducing each guide to one or two disciplines. We hope that this change will contribute to the increased use of the guides. The Guide des usagers de la bibliothèque was also re-edited in view of the introduction of our new FSJ COM catalogue. This catalogue is becoming more and more important as we progress in our retrospective conversion project. We also produced the first edition of Comment rédiger une bibliographie. The one-page summary hand-out of OPAC commands, put out by the main campus, was also translated into French.

The number of general orientation sessions to the library as well as the number of students attending decreased by 44% and 27% respectively. There continues to be, however, an increase in the number of specialized sessions which include a more detailed demonstration of OPAC. We hope that the number of specialized instruction sessions will continue to increase.

4.4 Annual Evaluation of Library Services

The annual evaluation was conducted once again by Michel Boucher, in order to obtain a just and objective analysis of the services that the Library offers to its patrons. A copy of the report on the results of the survey is available at the Reserve counter.

The number of respondents continued to be low, that is 20% of the professors and 6% of the students answered the questionnaire. Nevertheless we believe that the results obtained represent on the whole the opinions of all the patrons of the Library.

The largest majority of the respondents took their courses at the Faculté Saint-Jean. Most of them found it necessary to use the Library in the accomplishment of their assignments. In the majority of cases they found answers to their questions by consulting reference tools and by consulting the reference librarian. The general collection answers in general to the needs of professors & students, although there were several complaints on its quality especially in the sciences. The automated searches service was used rarely by professors and never by the students. The majority of patrons ignore the existence of this service. Nevertheless, the few patrons who did take advantage of it found that this service met their needs very well.

Almost half of the respondents attended orientation sessions to the Library. Several were not able to attend, however, for a variety of reasons, either a schedule conflict, or lack of time; several were not aware of the sessions or believed that they did not need them. Several respondents consulted the guides and bibliographies and found them useful in discovering library services. The majority of respondents are satisfied with the present hours of service of the Library and of the Reference unit. There are still some, however, who ask for more hours on week-ends as well as reference service on week-ends.

With regards to services in general, the same comments come back from year to year, such as fines and photocopying charges are too high, a day of grace for overdue books, a return service for books borrowed from the main campus, more space needed in the Library, etc. Nevertheless, most professors and students, have indicated on several occasions that they are very satisfied with public services in general.

5. TECHNICAL SERVICES

During the summer 1988, the technical services librarians re-organized the government publications collection and therefore made it more accessible. A decision was made to integrate the government documents monographs to the general collection so the cataloguing of this collections continued at a faster rate. A total of 949 government publications titles was catalogued in

1988-89 in comparison to 430 the preceding year (see Tables 12 to 14 for the Technical Services statistics).

All government document periodicals were catalogued and are presently located with all other periodicals in the Library. All Royal Inquiry Commissions were catalogued and integrated to the general collection. An important collection of glossaries from the "Office de la langue française et du Bureau de Traduction" is now available to the patrons as well.

The retrospective project of converting manual records to machine readable records was continued during the summer of 1988 thanks to the help of Myriam Moquin hired under the SEED program. Many cards were withdrawn from the card catalogue since these records now appear in the FSJ COM. This enabled us to remove two card catalogue units from the reference room.

After a study conducted among the libraries on the West campus on the usage of our microfiche catalogue, we were able to reduce the number of copies supplied to them to 25 copies (from 56). In total, 40 copies of our microfiche catalogue were distributed.

A preliminary meeting was held with Library Systems to explore possible ways of integrating our FSJ catalogue to OPAC, the on-line catalogue.

The 13 most utilized data bases by the Library for automated reference searches were catalogued and will appear in the September 1989 edition of the FSJ COM.

With regards to the work accomplished by the Technical Services unit in 1988-89, the unit succeeded in cataloguing almost as many titles as last year, that is 3,537 titles in comparison to 3,552 titles in 1987-88. Considering that the unit assumed several additional tasks, such as collection development responsibilities, circulation and reference duties, and that the employees were not able to dedicate as many hours to cataloguing activities, it is encouraging to note that they were able to maintain approximately the same volume of catalogued titles. Processed items decreased, that is 5,830 items were processed in comparison to 7,368 during the preceding year (Table 13). Records added to the FSJ data base also decreased slightly to 4,507 from 4,723 last year (Table 15). It is to be noted, however, that the number of staff to accomplish processing and data entry tasks also decreased by 20% (Table 14).

6. CONCLUSION

In spite of additional responsibilities added to all positions as well as increased volume in all tasks, the Library staff members have shown a lot of courage and have accepted this increase as a challenge. Their absolute dedication to the development of the FSJ Library as well as to the development of

the Library System in general is unequal. Much appreciation is addressed to Peter Freeman, Director of Libraries who unfortunately left in January, to his temporary successor, John Teskey and to his personnel for their encouragement. We would also like to thank the Dean of the Faculty, Jean-Antoine Bour, who has always demonstrated a lot of sympathy towards our problems and who continually tries to help us. The members of the "Comité de la Bibliothèque" have done everything in their power to support our requests for supplementary positions and for that we are very grateful. Finally, we want to thank all Faculté personnel for their cooperation and their constant support.

ENROLMENT STATISTICS

TABLE 1

FSJ Students

	88-89	87-88	% Change
Full time	511	469	9%
Part-time	29	33	-12%
	-----	-----	-----
Total	540	502	8%

TABLE 2

New students

	88-89	87-88	% Change
Full time	176	194	-9%
Part-time	11	5	120%
	-----	-----	-----
Total	187	199	-6%

PUBLIC SERVICES STATISTICS

TABLE 3
Circulation and Information

	88-89	87-88	% Change
Circulation-Summary Report			
Total external circulation (including Reserve)	14,920	12,997	15%
Special borrower circulation			
Internal circulation	10,507	9,198	14%
Total holds incl. Reserve	103	0	
Total recalls	7	0	
Total overdue notices	297	0	
Turnstile	46,612	42,838	9%
External Circulation			
Monographs Day	6,988	6,095	15%
Evenings & week-ends	3,753	3,363	12%
Periodicals Day	882	588	50%
Evenings & week-ends	375	355	6%
TOTAL EXTERNAL CIRCULATION	11,998	10,401	15%
Internal Circulation			
Monographs Day	1,827	1,148	59%
Evenings & week-ends	4,949	5,848	-15%
Periodicals Day	1,467	206	612%
Evenings & week-ends	2,264	1,996	13%
TOTAL INTERNAL CIRCULATION	10,507	9,198	14%
Overdue notices	297	0	
Searches	150	0	
Holds	42	0	
Recalls	7	0	
Lost books	0	0	
Missing books	30	0	
Fines notices	100	0	
Reserve Room			
Loans Day	2,149	1,851	16%
Evenings & week-ends	773	745	4%
TOTAL LOANS FROM RESERVE	2,922	2,596	13%
Holds placed	61	0	
Turnstile	46,612	42,838	9%
Interlibrary loans			
Dept. loans requested	75	66	14%
ILLO requested	13	36	-64%
FSJ loans to dept.	0	4	-100%
FSJ loans to other libraries	25	7	257%
Books returned to main campus	167	117	43%
Av. no. of people in the study rooms			
Day	10.0	9.9	2%
Evenings & week-ends	13.6	12.4	10%
	6.4	7.3	-12%

TABLE 4

Reference Service

	88-89	87-88	% Change
Directional questions	1030	1066	-3%
Quick references	805	686	17%
Extended references	2018	2390	-16%
	----	----	----
Total	3853	4142	-7%

TABLE 5

Automated searches

Information Vendors	88-89		87-88		% Change
	Searches	Number of databases consulted	Searches	Number of databases consulted	
- PRIMA (Informathèque)*	36	61	62	127	-42%
- BRS	12	44	22	60	-45%
- BTQ	10	10	22	22	-55%
- SDM (Centrale des Bibliothèques)*	2	2	9	10	-78%
- Infopuq	0	0	0	0	
	+15 conferences		+25 conferences		
- Spirex	2	2	1	1	100%
- Termium	4	4	17	17	-76%
	----	----	----	----	----
Total	66	123	133	237	-50%
	+15 conferences		+25 conferences		

Note:

* : Previous name within parentheses.

TABLE 6

Library Instruction Programs

	<u>Sessions</u>			<u>Students</u>		
	88-89	87-88	% Change	88-89	87-88	% Change
Basic orientations	5	9	-44%	48	66	-27%
Specialized orientations	7	3	133%	72	73	-1%
Tours (including external group visits)	2	3	-33%	8	76	-89%
Total	14	15	-7%	128	215	-40%

COLLECTION STATISTICS

TABLE 7

Acquisitions - Orders

	1988-89	1987-88	% Change
Number of requests			
Priority number 1	2823	2096	35%
Priority number 2	1599		
Priority number 3	1060		
	-----	-----	-----
Total	5482	2096	162%
Actual orders			
Monographs	2414	1174	106%
New periodical titles	15	2	650%
New standing orders	3	5	-40%
	-----	-----	-----
Total	2432	1181	106%
Cancellations			
Monographs	30	42	-29%
Periodicals	0	5	-100%
Standing orders	0	0	
	-----	-----	-----
Total	30	47	-36%
Claims			
Monographs	6	0	
Serials	28	20	40%
	-----	-----	-----
Total	34	20	70%
Ceased publications			
Periodicals	7	2	250%
Standing orders	0	0	
	-----	-----	-----
Total	7	2	250%

TABLE 8

Acquisitions - Receipts

	1988-89		1987-88		% Change	
	Titles	Items	Titles	Items	Titles	Items
Monographs						
Regular books	1231	1322	1203	1316	2%	0%
Approval plan	321	341	18	18	1683%	1794%
Government documents	411	438	903	980	-54%	-55%
Microforms	439	1293	365	802	20%	61%
Audio-visual materials	3	7	1	1	200%	600%
Donations*	179	209	688	731	-74%	-71%
Monographs continuations	--	3	--	2		50%
Total	2584	3613	3178	3850	-19%	-6%
Serials						
Periodicals		3065		2633		16%
Government documents		1344		1423		-6%
Microforms		1312		734		79%
Standing orders		12		14		-14%
Donations*		0		0		
New periodical titles	9	--	0	--		--
New standing orders	1	--	0	--		--
Total	10	5733	0	4804		19%
GRAND TOTAL OF RECEIPTS	2594	9346	3178	8654	-18%	8%
Title Changes						
Periodicals			1	2	-100%	-100%
Standing orders			0	0		
Receipts-Various						
Catalogues, brochures, publicity, etc.		1352		1310		3%

Note:

* Value of donations : 1987-88 - \$7,914.00
 1988-89 - \$2,899.30

Besides the donations kept we received and verified 379 titles (384 volumes) which we did not keep.

TABLE 9

Bindery

	88-89	87-88	% Change
Books	134	32	319%
Periodicals	271	293	-8%
	<hr/>	<hr/>	<hr/>
Total	405	325	25%
Allocation	\$3,200.00	\$2,500.00	28%
Spent	\$2,586.98	\$2,077.65	25%

TABLE 10

Total Collection

	Added in 88-89		87-88		TOTAL	
	Titles	Items	Titles	Items	Titles	Items
MONOGRAPHS						
General collection	1731	1875	44728	58589	46459	60464
Special collection	--	--	11907	15717	11907	15717
Microforms - microfilms	22	22	16	19	38	41
- microfiches	417	1271	3866	10491	4283	11762
Total	439	1293	3882	10510	4321	11803
Audio-visual	3	7	1	1	4	8
Government documents	411	438	6903	8900	7314	9338
TOTAL MONOGRAPHS	2584	3613	67421	93717	70005	97330
SERIALS						
General collection	10	283	344	2890	354	3173
Special collection			*	*	*	*
Microforms - microfilms	--	128	69	1406	69	1534
- microfiches	--	1184	11	2152	11	3336
Total	0	1312	80	3558	80	4870
Government documents	0	**	95	**	95	**
TOTAL SERIALS	10	1595	519	6448	529	8043
TOTAL COLLECTION	2,594	5,208	67,940	100,165	70,534	105,373

NOTES

* - Separate statistics were not kept for periodicals, therefore the number of periodicals is included in the number of monographs.

** - The number of serials volumes for government documents is included in the number of volumes for the general collection.

MATERIALS BUDGET STATISTICS

TABLE 11

Funds available

	88-89	87-88	% Change
Base budget	85,221.82	35,000.00	143%
Bureau du Québec	890.70		
Secretary of State Funds		4,895.38	
Faculté funds (from the Secretary of State).	18,000.00	14,000.00 *	29%
Faculté funds (from "Bureau du Québec").	1,000.00		
AEEF funds & cash donations	15,976.06	3,556.84	349%
	<hr/>	<hr/>	<hr/>
	121,088.58	57,452.22	111%

Notes :

* An amount of \$25,000. from the Secretary of State was allocated by the Faculté to the library and the "Centre de documentation pédagogique" to support the two diploma programs in French and immersion education. Since this fund was jointly spent by the Library and "Le Centre", the amount of \$14,000. is an approximate amount.

** No orders were made against the AEEF funds in 1987-88. In 1988-89, however, we spent \$4,569.98 and committed \$179.95 out of this account.

TECHNICAL SERVICES STATISTICS

TABLE 12

Cataloguing

	88-89	87-88	% Change
Titles catalogued			
Original records	437	1039	-58%
Derived records	2308	1759	31%
Recon records	792	754	5%
	<hr/>	<hr/>	<hr/>
Total titles catalogued	3537	3552	0%
Authorities			
New entries	1373	1166	18%
Corrections			
Authority records	13	57 *	-77%
Bibliographic records	231	311 *	-26%
	<hr/>	<hr/>	<hr/>
Total	244	368	-34%
Added copies or volumes			
Monographs	109	36 *	203%
Serials	203	95 *	114%
	<hr/>	<hr/>	<hr/>
Total	312	131	138%
Cataloguing staff	3	3	0%
Hours of work			
Number of hours spent on cataloguing activities	1705.75	1937.00	-12%
Number of hours spent on other activities **	3110.75	2938.00	6%
	<hr/>	<hr/>	<hr/>
Total	4816.50	4875.00	-1%

Notes:

- * - Statistics kept only from September 1987 to March 1988.
- ** - Other activities include meetings, correspondence, committee work, public services work collection development, staff training, readings of manuals, administration and absences.

TABLE 13

Titles catalogued by collection and processing statistics

General Collection	88-89		87-88	
	Titles	Items processed	Titles	Items processed
- Monographs	1643	1927	1768	2012
- Serials	135	1073	263	4364
- Total	1778	3000	2031	6376
Government documents				
- Monographs	797	901	422	436
- Serials	150	1573	8	8
- Total	947	2474	430	444
Microforms				
- Microfilms - Monographs	0		0	
- Serials	0		0	
- Microfiches - Monographs	0		0	
- Serials	0		0	
- Total	0		0	
Special Collection				
- Monographs	15	16	327	388
- Serials	5	28	10	29
- Total	20	44	337	417
Recon Records				
- Total	792		754	
Added copies or volumes				
- Monographs		109		36 *
- Serials		203		95 *
- Total		312		131 *
Grand total of titles catalogued				
Grand total of items processed				
	3537	5830	3552	7368

NOTE: * - Statistics kept only from September 1987 to March 1988

TABLE 14

Data Input

	88-89	87-88	% Change
Regular bibliographic records	2388	2817	-15%
Recon records	746	740	1%
	-----	-----	-----
Total bibliographic records added to the FSJ database	3134	3557	-12%
Authority records	1373	1166	18%
Number of staff in data input	1	1.25	-20%

TABLE 15

Total records in the FSJ database

	Bibliographic records			Authority records	Total
	Regular	Recon	Total		
84-85	484	-	484	-	484
85-86	932	-	932	-	932
86-87	3087	750	3837	1475	5312
87-88	2817	740	3557	1166	4723
88-89	2388	746	3134	1373	4507
Grand Total	9708	2236	11944	4014	15958

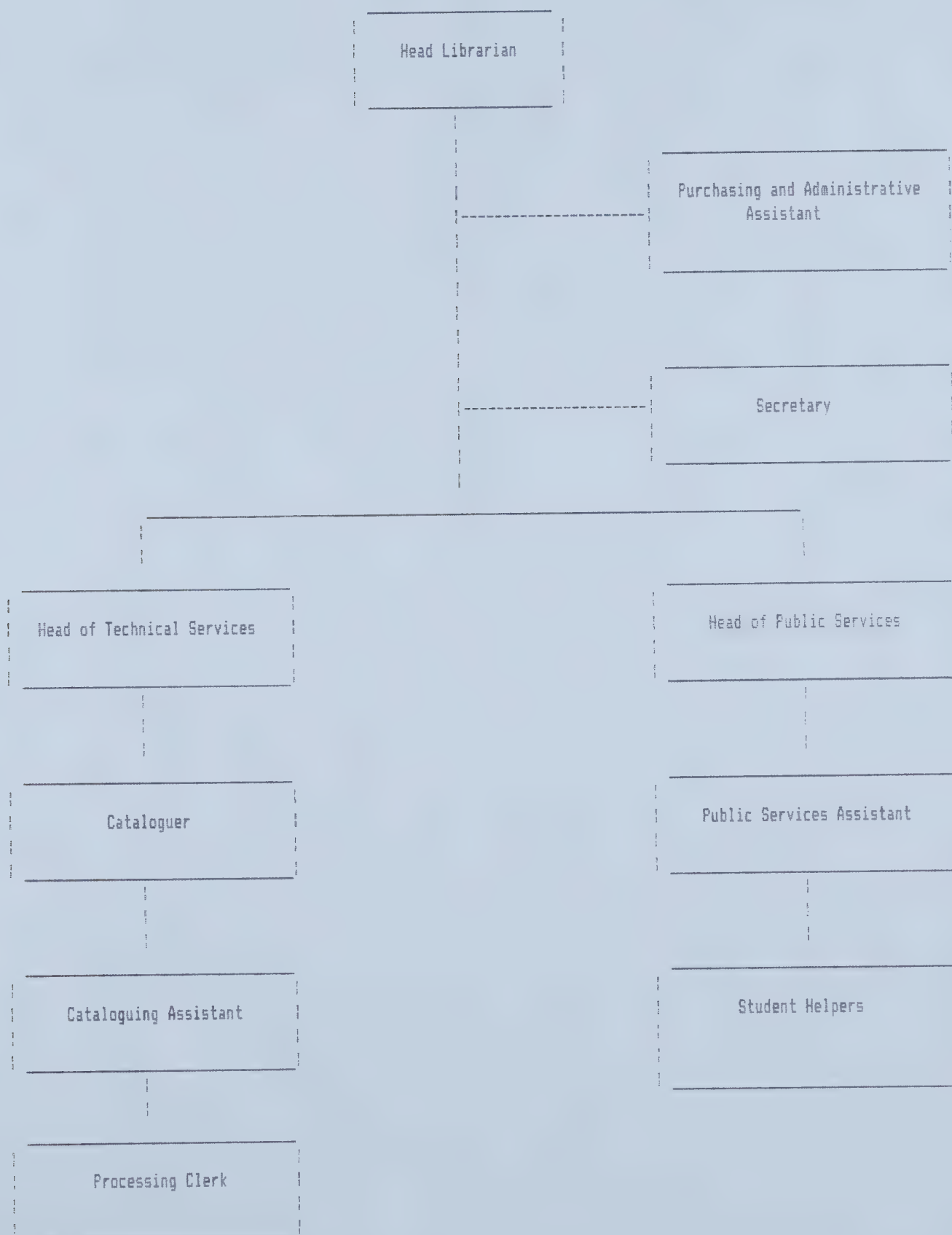
April 1, 1988 - March 31, 1989

Permanent positions

Acat, Cecilia	October 1988-	Secretary
Bennett, Jeanne	April 1983-	Library Assistant-Cataloguing
Boucher, Michel	August 1984-	Head of Public Services
Bugeaud, Danielle	April 1986-	Head of Technical Services
DeLongchamp, Diane	November 1983-August 1988 August 1988-	Library Assistant-Public Services Purchasing/Administrative Assistant
de Moissac, Jeannine	August 1987-August 1988	Secretary
Dubeau, Estelle	August 1979-July 1988	Purchasing/Administrative Assistant
Henley, Juliette	October 1983-	Head Librarian
Kotylak, Carmen	September 1988-	Clerk-Cataloguing
LaFrance, Denis	September 1988-	Library Assistant-Public Services

Temporary positions

Audet, Diane	September 1986-	Student Helper
Dhuicque, Arnaud	September 1988-January 1989	Student Helper
Drapeau, Dany	March 1989-	Student Helper
Gallagher, Daniel	September 1986-	Student Helper
Girouard, Jacqueline	July 1987-	Temporary Cataloguer
LaFrance, Denis	September 1987-August 1988	Temporary Clerk-Cataloguing
Lapointe, Richard	February 1989-	Student Helper
Lavoie, Eric	September 1986-April 1988	Student Helper
Leblanc, Roch	January 1989-	Student Helper
Michaud, Guy	September 1987-April 1988	Student Helper
Moquin, Myriam	May 1988-August 1988-	SEED program
Nicoll, Michelle	November 1988-January 1989	Student Helper
Paquet-Béland, Anne	September 1988-February 1989	Student Helper
Préville, Guy	September 1988-November 1988	Student Helper
Roux, Caroline	September 1987-	Student Helper
Russell, Hélène	September 1988-	Student Helper
Vachon, Johanne	September 1986-April 1988	Student Helper

FACULTE SAINT-JEAN LIBRARY
ORGANIZATION CHART

O P E R A T I O N A L E X P E N S E S

	88-89	87-88	% Change
3010 Travel	--	--	
3201 Staff travel	--	600.00	
4010 Postage	242.28	183.02	32%
4030 Long distance telephone	1,564.39	130.57	1098%
4110 Telephone rental	152.64	477.07	-68%
4201 Supplies and sundries	5,475.36	5,119.51	7%
4252 Freight and deliveries	84.01		
4273 Operating maintenance and project charges	135.95	237.92	-43%
4282 Printing	317.23	175.43	81%
4520 Computing Services	192.83	121.00	59%
4711 Database rental	1,394.47	2,651.45	-47%
4720 Photocopy equipment	1,067.98	1,257.42	-15%
4730 UTLAS	46,359.80 *	39,572.53 *	17%
5010 Maintenance of equipment	1,642.35	1,295.00	27%
6760 Training-Academic	170.54	101.00	69%
	<hr/>	<hr/>	<hr/>
Total	58,799.83	\$51,921.92	13%

Note :

* - Amounts of \$1,315.69 in 87-88 and \$7,465.43 in 88-89 are attributed to the Cataloguing section at the Cameron Library since they have a sub-account under our account. We share this account in order to take advantage of the flat rate offered by UTLAS to their clients.

C A P I T A L B U D G E T

Articles obtained in 1988-89

1. Microfiche reader for the Head Librarian
2. MacIntosh Plus micro-computer with hard disk.
3. Two Microsoft Works Software
4. Dobis terminal
5. One 15mm lens for microfiche reader
6. An adding machine
7. Coat rack
8. New carpet in Room 161
9. Five fans

FINANCIAL STATEMENT - MATERIALS - 1988-1989

CODE HUMANITES ET BEAUX-ARTS	ALLOCATION	COMMITMENTS	EXPENDITURES	BALANCE
110 Anglais	749.54	189.80	373.08	186.66
120 Art dram. et Art de la scène	891.74	192.20	425.11	274.43
130 Etudes religieuses	520.18	161.90	436.10	(77.82)
140 Français/Canadien-Français	5,217.38	3,539.90	2,069.68	(392.20)
150 Humanités	318.35	122.40	64.44	131.51
160 Lettres classiques	515.59	260.00	283.60	(28.01)
170 Musique	685.32	48.90	826.88	(190.46)
180 Philosophie	777.06	195.90	526.73	54.43
TOTAL	\$9,675.16	\$4,711.00	\$5,005.62	(\$41.46)
EDUCATION				
210 Adm Scol;média;év.en éd;fam;	685.32	797.89	249.63	(362.20)
220 Curriculum et méthodologie	3,267.86	0.00	1,821.49	1,446.37
240 Enseignement pratique	2,607.32	1,916.40	338.68	352.24
260 Fondements en éducation	859.63	627.10	281.80	(49.27)
270 Psychologie de l'éducation	1,121.09	1,439.55	429.89	(748.35)
290 Ed. permanente (Andragogie)	300.00	190.90	477.06	(367.96)
TOTAL	\$8,841.22	\$4,971.84	\$3,598.55	\$270.83
SCIENCES SOCIALES				
310 Anthropologie	588.99	372.60	393.41	(177.02)
320 Comptabilité	300.00	0.00	68.75	231.25
330 Economie	414.68	139.85	393.96	(119.13)
340 Géographie	1,052.29	468.50	533.70	50.09
350 Histoire	1,001.83	781.30	370.59	(150.06)
360 Linguistique/Ling. romane	777.06	474.30	301.26	1.50
370 Psychologie	781.65	328.95	320.96	131.74
380 Science politique	749.54	456.55	337.05	(44.06)
390 Sciences sociales	341.28	214.75	152.41	(25.88)
400 Sociologie	685.32	255.00	535.38	(105.06)
TOTAL	\$6,692.63	\$3,491.80	\$3,407.47	(\$206.64)
SCIENCES PURES				
510 Biologie	942.20	395.90	566.77	(20.47)
520 Chimie	758.71	490.50	244.13	24.08
530 Entomologie/Zoologie	483.48	350.00	429.21	(295.73)
540 Géologie	300.00	39.90	143.31	116.79
550 Informatique	740.36	221.82	573.06	(54.52)
560 Mathématiques	712.84	59.00	327.92	325.92
570 Physique	575.23	87.00	805.80	(317.57)
TOTAL	\$4,512.82	\$1,644.12	\$3,090.20	(\$221.50)

Note: each code received a min. of \$300.

FINANCIAL STATEMENT - MATERIALS - 1988-1989

CODE BIBLIOTHEQUE GENERALE	ALLOCATION	COMMITMENTS	EXPENDITURES	BALANCE
610 Publications en série *	30,890.70	1,033.30	29,564.38	293.02
620 Envois d'office	20,000.00	8,429.55	6,804.89	4,765.56
630 Publications officielles	500.00	487.20	320.85	(308.05)
640 Ouest canadien français	1,000.00	229.95	286.38	483.67
650 Référence	3,000.00	476.20	2,939.44	(415.64)
660 Bibliothéconomie	1,000.00	662.75	750.94	(413.69)
TOTAL	\$56,390.70	\$11,318.95	\$40,666.88	\$4,404.87
SUPPLEMENTARY FUNDS (transferred to our regular budget)				
FAC Faculté: 18000-13251.17	4,748.83	4,586.41	577.69	(415.27)
BQ Bur. du Québec: 1000-177.96	822.04	782.85	0.00	39.19
TOTAL	\$5,570.87	\$5,369.26	\$577.69	(\$376.08)
GRAND TOTAL	\$91,683.39	\$31,506.97	\$56,346.41	\$3,830.01

* Donation from Bureau du Québec of \$890.70

This financial statement includes strictly the funds administered by the Library and does not include those administered by the Faculté Saint-Jean. For the total funds available for the purchase of materials in 1988-89, see Table 11 in Appendix 1.

MARCH 31, 1989

